

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 43A0T7

1 JULY 2001

Manpower Standard

SECURITY FORCES LOGISTICS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 204th Security Forces Squadron, Ft Bliss, TX. This ANGMS applies to the 204th Security Forces Squadron, Logistics mission only. This standard applies to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Security Forces function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 July 2001.

1.2. Man-hour Data Source: Operational Audit method (historical record and technical estimate techniques).

1.3. Standard Man-hour Equation: $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Major Daniel Steiner, ANG/204SFS

1.4.2. Manpower: Mr. Steve Griffith, ANG/XPME

2. APPLICATION INSTRUCTIONS: This work center requires constant manpower of four authorizations. No other application instructions apply.

3. STATEMENT OF CONDITIONS: The conditions listed below had no affect on the development of this standard. Minimum response rates, minimum manpower levels, standardized crew complements, safety considerations, aircraft turn-around time, length of waiting periods, levels of backlog and hours of operation.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 25-201, *Support Agreements Procedures*

AFI 38-201, *Determining Manpower Requirements*

AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AF - Air Force

AFSC - Air Force Specialty Codes

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CA/CRL - Custodian Authorization/Custody Receipt Listing

COMPES - Contingency Operation Mobility Program Execution System

DOC - Designed Operational Capability

HTSA - Host-Tenant Support Agreement

LOGFOR - Logistics Force

MEP - Management Engineering Program

MOBEX - Mobility Exercise

MRSP - Mobile Readiness Spares Packages

OPLAN - Operations Plan

POD - Process Oriented Description

TDY - Temporary duty

UMCC - Unit Mobility Control Center

UTA - Unit Training Assembly

UTC - Unit Type Code

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION
LOGISTICS

Table A2.1. Listing of Functional Process.

1.	MOBILITY PLANNING.
1.1.	PLANS MOBILITY COMMITMENT FOR SINGLE UNIT TYPE CODE (UTC) DEPLOYMENT.
1.1.1.	REVIEWS TASKING.
1.1.2.	MEETS WITH PARTICIPANTS.
1.1.3.	COORDINATES WITH INCREMENT MONITOR AND BASE SUPPLY ON MOBILE READINESS SPARES PACKAGES (MRSP) AND CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL) TO BE DEPLOYED.
1.1.4.	ASSISTS UNIT COMMANDER IN SELECTING MOBILITY QUALIFIED PERSONNEL SUBSTITUTION.
1.1.5.	COORDINATES DEPLOYMENT WITH HIGHER HEADQUARTERS (NATIONAL GUARD BUREAU OR AIR COMBAT COMMAND) AND AIRLIFT UNIT.
1.1.6.	DEVELOPS DEPLOYMENT AND REDEPLOYMENT LOAD PLAN. Weighs cargo and develops load plan.
1.1.7.	ISSUES PARTICIPANTS CONTINGENCY OPERATION MOBILITY PROGRAM EXECUTION SYSTEM (COMPES) LOAD AND PACKING LIST ON DD FORM 1387-2, <i>SPECIAL HANDLING DATA / CERTIFICATION</i> .
1.1.8.	COORDINATES WITH WORK CENTER TO ENSURE EQUIPMENT IS PROPERLY PREPARED. Performs quality control check of equipment and prepares paperwork.
1.1.9.	ACCOMPANIES CARGO TO FLIGHT LINE AND DELIVERS PAPERWORK.
1.1.10.	ADVISES HIGHER HEADQUARTERS AND DEPLOYMENT LOCATION OF TAKEOFF AND ESTIMATED TIME OF ARRIVAL.

1.1.11.	ASSEMBLES EQUIPMENT FOR OFF-LOADING OF CARGO UPON UTC REDEPLOYMENT.
1.1.12.	ASSISTS WITH OFF-LAOD OF CARGO.
1.1.13.	ATTENDS DEBRIEFING.
1.1.14.	MAINTAINS COMPLETE DEPLOYMENT FILE. Prepares after-action report.
1.2.	PLANS MOBILITY EXERCISE.
1.2.1.	PERFORMS PREPLANNING.
1.2.1.1.	DETERMINES WHETHER EXECUTION OF AN OPERATIONS PLAN (OPLAN) LOGISTICS ANNEX IS REQUIRED. Prepares annex if required.
1.2.1.2.	ENSURES APPLICABLE UNIT PERSONNEL ARE KNOWLEDGEABLE OF IN-GARRISON UP-CHANNEL.
1.2.1.3.	COORDINATES/GENERATES A MOBILITY EXERCISE (MOBEX) SCHEDULE OF EVENTS.
1.2.1.4.	ENSURES UNIT'S MOBILITY/DEPLOYMENT DOCUMENTATION IS CURRENT.
1.2.1.4.1.	ENSURES UNIT'S ALPHA AND RECALL ROSTERS ARE CURRENT.
1.2.1.4.2.	ENSURES UNIT'S UTC MANAGER APPOINTMENT LETTER IS CURRENT.
1.2.1.4.3.	ENSURES AERIAL PORT OF EMBARKATION/DEBARKATION AND STRIP MAP INFORMATION ARE CURRENT FOR EACH UTC.
1.2.1.4.4.	ENSURES UNIT MOBILITY CONTROL CENTER (UMCC) ACCESS LIST IS CURRENT.
1.2.1.4.5.	ENSURES MOBEX SUPPORT JOB IS ASSIGNED BY NAME.
1.2.1.4.6.	ENSURES DD FORM 1387-2 IS CURRENT AND CORRECT AND THAT BLANK FORM IS AVAILABLE.
1.2.1.4.7.	UPDATES AND FINALIZES UTC MANNING ASSIGNMENT.
1.2.1.5.	SUBSTITUTES PERSONNEL ON UTC.

1.2.1.6.	GENERATES LOGISTICS PLAN LISTING.
1.2.1.7.	IDENTIFIES AND INSPECTS HAZARDOUS CARGO ITEM.
1.2.1.8.	IDENTIFIES CONSUMABLE REQUIREMENT. Identifies petroleum, oil, lubrication, water, ammunition, and ration requirement.
1.2.1.9.	COORDINATES REQUIREMENT/PICK-UP TIME FOR EQUIPMENT AND PERSONNEL WITH HOST BASE'S MOBILITY CONTROL CENTER.
1.2.1.10.	DETERMINES WEAPON TASKING.
1.2.1.11.	PREPARES AFI 25-201, <i>SUPPORT AGREEMENTS PROCEDURES</i> , OR EMPLOYMENT SITE SUPPORT MEMORANDUM IF REQUIRED.
1.2.1.12.	PREPARES AIRCRAFT LOAD PLAN.
1.2.1.13.	IDENTIFIES AND DESIGNATES MRSP AND CA/CRL ASSET REQUIRED FOR DEPLOYMENT.
1.2.2.	PREPARES FOR GENERATION AND DEPLOYMENT. Develops local air tasking order. Initiates unit recall. Activates and manages unit Mobility Work Center. Tracks UTC readiness. Presents Mobility Concept briefing and logistics portion of mass briefing to UTC team personnel.
1.2.3.	WORKS LOGISTIC SUPPORT FOR DEPLOYED FORCE. Operates Unit Mobility Work Center at home base.
1.2.4.	PREPARES FOR REDEPLOYMENT. Coordinates with home station or redeployment location airlift. Coordinates prime mover support to off-load aircraft/vehicle. Tracks UTC accountability status.
1.2.5.	PREPARES FOR RECOVERY. Oversees and tracks inventory/accountability, repacking, and replenishment of deployed UTCs.
1.2.6.	PREPARES AFTER-ACTION REPORT.
1.3.	PLANS ANNUAL FIELD TRAINING.
1.3.1.	RECEIVES AND REVIEWS OPLAN.
1.3.2.	FORMULATES MASTER TRAINING PLAN REQUIREMENT.
1.3.2.1.	REVIEWS UTC TASKING.

1.3.2.2.	DETERMINES CONVOY SIZE AND REQUIRED VEHICLES. Obtains convoy movement permits and control numbers if required.
1.3.2.3.	IDENTIFIES AND DESIGNATES MRSP AND CA/CRL REQUIREMENT FOR DEPLOYMENT.
1.3.2.4.	COORDINATES OR ASSISTS IN SELECTION OF MOBILITY PERSONNEL.
1.3.2.5.	PREPARES VEHICLE LOAD PLAN FOR EACH VEHICLE.
1.3.2.6.	ENSURES EACH PERSON HAS REQUIRED PERSONAL CLOTHING AND PERSONNEL READINESS FOLDER.
1.3.3.	DEVELOPS ANNUAL TRAINING PLAN.
1.3.3.1.	COORDINATES WITH TRAINING SITE/FACILITY. Coordinates billeting, food, transportation, communications, sanitation, hazardous waste, potable water, refuse disposal, medical equipment, range control, fuel, and storage facilities.
1.3.3.2.	DEVELOPS AND COORDINATES LOGISTICS PORTION OF OPLAN.
1.3.3.2.1.	DEVELOPS AND INITIATES DETAILED LOGISTICS OPLAN CONCEPT.
1.3.3.2.2.	COORDINATES OPLAN. Coordinates plan with section supervisors, unit commander, training site, state adjutant general, and higher headquarters.
1.3.4.	CONDUCTS PRE-SITE VISIT.
1.3.5.	PREPARES AFTER-ACTION REPORT.
1.4.	PLANS FOR EQUIPMENT CHANGE/CONVERSION.
1.4.1.	PERFORMS ANNUAL REVIEW OF DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT EQUIPMENT LISTING AND AUTHORIZATION. Presents briefing.
1.4.2.	PERFORMS PERIODIC REVIEW TO REQUEST DOC CHANGE.
1.4.3.	RECEIVES EQUIPMENT CHANGE/CONVERSION MESSAGE AND ENSURES NECESSARY SUPPORT EQUIPMENT IS AVAILABLE FOR UTC.
1.4.4.	DOWNLOADS/REVIEWS CONTINGENCY OPERATION MOBILITY PROGRAM EXECUTION SYSTEM (COMPES) LOGISTICS FORCE (LOGFOR) ELEMENT.

1.4.5.	CHECKS WITH MATERIEL CONTROL TO ENSURE SUPPORT MRSP IS AVAILABLE OR ON ORDER.
1.5.	PREPARES COST ESTIMATE FOR EXERCISE LOGISTICS PLAN.
1.6.	PARTICIPATES IN BASE MOBILITY PROGRAM.
1.6.1.	SERVES AS MEMBER OF BASE MOBILITY WORKING GROUP.
1.6.2.	PREPARES/UPDATES INPUT TO BASE MOBILITY PLAN.
1.7.	PERFORMS ANNUAL REVIEW OF TIME PHASED FORCE DEPLOYMENT LISTING.
2.	TRAINING.
2.1.	ARRANGES UNIT/INDIVIDUAL MOBILITY TRAINING.
2.1.1.	ARRANGES CLASS TIME, INSTRUCTOR, AND CLASSROOM FOR HOME STATION MOBILITY TRAINING.
2.1.2.	PREPARES CLASS ROSTER FOR HOME STATION MOBILITY TRAINING.
2.2.	PREPARES FOR AND PROVIDES CLASSROOM INSTRUCTION.
2.2.1.	PREPARES FOR/TEACHES CARGO PREPARATION AND MARKING.
2.2.2.	PREPARES FOR/TEACHES PALLET BUILDUP.
2.2.3.	PREPARES FOR/TEACHES HAZARDOUS CARGO PREPARATION TRAINING AND CERTIFICATION.
2.2.4.	PREPARES FOR/TEACHES COMPES OPERATION.
2.2.5.	PREPARES FOR/TEACHES SENSITIVE CARGO/CLASSIFIED COURIER TRAINING.
2.2.6.	PROVIDES MOBILITY ORIENTATION TRAINING
2.2.6.1.	PREPARES FOR AND BRIEFS NEWCOMER.
2.2.6.2.	BUILDS PERSONNEL READINESS FOLDER.
2.2.6.3.	MAINTAINS FOLDER CURRENCY. Ensures all dependents are listed, shot record is current, maps are correct, etc.

2.2.6.4.	PERFORMS SEMIANNUAL REVIEW OF EACH FOLDER.
2.2.7.	PREPARES FOR/TEACHES UNIT MOBILITY CONTROL CENTER (UMCC) OPERATION.
2.2.8.	PROVIDES MOBILIZATION AUGMENTEE TRAINING.
2.2.9.	PROVIDES WRITTEN PERSONAL AFFAIRS GUIDE FOR ANNUAL PERSONAL AFFAIRS TRAINING.
3.	SYSTEMS MANAGEMENT.
3.1.	MANAGES COMPES.
3.1.1.	COPIES UTC FROM LOGFOR TO UNIT'S LOGISTICS PLAN.
3.1.2.	MAKES A TABLE OF ALLOWANCE CHANGE AS NECESSARY.
3.1.3.	PRODUCES COMPES PRODUCT FOR UTC MANAGER.
3.1.4.	UPDATES COMPES.
3.1.5.	SERVES AS PILOT UNIT. At Air National Guard Readiness Center direction, develops logistics details for COMPES system and USAF requirements.
3.2.	MANAGES CERTIFICATION OF HAZARDOUS MATERIALS PROGRAM.
3.2.1.	MAINTAINS DATABASE.
3.2.2.	PREPARES CERTIFICATION OF HAZARDOUS MATERIAL.
3.2.3.	ENSURES CARGO HAS APPLICABLE DOCUMENTATION ATTACHED.
3.2.4.	REVIEWS PROGRAM ANNUALLY.
3.3.	ENSURES READINESS STATUS OF UTC.
3.4.	MONITORS MOBILITY PERSONNEL ASSIGNMENT.
3.5.	MANAGES AUTOMATED MOBILITY SCHEDULE OF EVENTS.
3.6.	MANAGES COMPUTER AIDED LOAD MANIFESTING.
4.	HOST-TENANT SUPPORT AGREEMENT (HTSA).

4.1.	MAINTAINS HTSA.
4.2.	PERFORMS TRIENNIAL REVIEW OF HTSA. Ensures day-to-day operations and mobilization support are addressed.
4.3.	COORDINATES HTSA WITH APPROPRIATE WORK CENTER.
5.	UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY. Performs planning and scheduling tasks associated with preparation for UTA and mobility requirement.
6.	TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to perform official job-oriented duty.
7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.